

July 14, 2000

**Vacancy Announcement #00-317 TD/cs**

**VACANCY ANNOUNCEMENT**

**POSITION:** Administrative Officer, GS-341-12  
The position is at the full performance level.

**LOCATION:** Bureau of Alcohol, Tobacco and Firearms  
Office of Field Operations (West)  
Seattle Field Division  
Seattle, Washington

**OPENING DATE:** July 18, 2000 **CLOSING DATE:** August 16, 2000

**AREA OF CONSIDERATION:** All sources

**SALARY:** \$51,275 to \$66,656 per year including locality adjustment  
\$51,275 per year for new appointees to the Federal government

**DUTIES:** Analyzes administrative and program management policies and practices, organizational directives, and Division business practices. Prepares reports and proposes recommendations to improve the Division's effectiveness and efficiency. Prepares business analyses for administrative services, contracts, facility management and procurement, and recommends changes to promote efficient use of resources. Responsible for budget preparation, justification and administration. Prepares reports and analyses problems to develop solutions to complex problems and/or situations. Analyzes budgetary, personnel and organizational impacts from and to budget proposals, operating plans, and FTE allocations. Provides data and analyses for multi-year budget formulation and justification, and administers the Division budget. Responsible for obtaining supplies, procurements and services in the most cost efficient manner. Monitors procurements, blanket purchase orders and credit card funds. Serves as liaison regarding personnel matters. Provides advice relating to strategic planning for human resource utilization, organizational management, and budget initiatives for Field Division operations and programs. Processes all transactions in the Bureau's Financial System (FReD).

**QUALIFICATION REQUIREMENTS:** Applicants must have one year of specialized experience equivalent to the GS-11 level in Federal service. Specialized experience must have included review and analysis of administrative services and business management functions (e.g., organizational design, staffing allocations, budget, procurement, facilities management); analysis of programs/administrative processes and/or policies for effectiveness and compliance with requirements; and recommending or implementing options to improve the operation. Applicants must meet the qualification requirements, including time-in-grade, within 30 days of the closing date of this announcement.

**EVALUATION METHODS:** Status applicants will be evaluated on **relevant** experience, training and self-development in the past five years, awards (Quality Increase, Sustained Superior Performance, Special Act, and Suggestion) within the past two years, performance appraisal, formal college or university education, and the Supplemental Experience Statement addressing the Quality Ranking Factors. Non-Status applicants will be evaluated on **relevant** experience and the Supplemental Experience Statement addressing the Quality Ranking Factors.

### **SUPPLEMENTAL EXPERIENCE STATEMENT**

On separate sheets of paper, describe your work experience, training, awards, volunteer experience or hobbies as they relate to each factor listed below. Provide detailed evidence for each factor including clear and concise examples of work, responsibility, accomplishments, and where and when you acquired the knowledge, skill or ability.

1. Knowledge of federal procedures and policies for administrative services, financial management, budget, procurement, and facilities management to analyze organizational functions and operations, and recommend changes to improve effectiveness
2. Ability to collect data and information from automated and manual sources, and to analyze and present findings, conclusions and recommendations in written and automated form for use by management officials
3. Ability to communicate with senior management and field staff, in person and in writing, to obtain data, plan and coordinate programs, and present information and recommendations
4. Knowledge of FTE, staffing and budget allocations and their interaction to evaluate program operations and recommend organizational structures, reporting structures, staffing levels, and position and human resource allocations

### **CONDITIONS OF EMPLOYMENT**

- A pre-employment drug test is required.
- Entrance on duty is contingent upon completion of a pre-employment security investigation. Selectee must be able to obtain and hold a Secret clearance.
- Applicants must be U.S. citizens.
- Male applicants born after December 31, 1959, must be registered with the Selective Service System.
- Applicants who do not work for the Alcohol, Tobacco and Firearms Bureau will not be reimbursed for travel and relocation expenses.
- ATF applicants who are moved at government expense must sign and conform to a Continued Service Agreement agreeing to remain in the Federal Service at this post of duty for at least 24 months after the reporting to the official duty station.
- Subject to one-year probationary period if selectee does not have Federal service fulfilling this requirement.

### **GENERAL INFORMATION**

- Applications will not be returned.
- Applications must be received at the address specified by the closing date of this announcement, except applications from individuals meeting the severely handicapped authority may be accepted up to the issuance of a certificate. Proof of eligibility for a "handicap authority appointment" must be provided with the application. The postmarked date will be considered for persons applying as non-status applicants.
- Status candidates who wish to be considered under both merit promotion and competitive examining (as non-status) procedures must submit two complete applications.
- Competitive examining authority has been delegated to ATF by the U. S. Office of Personnel Management (OPM). Non-status applications will be forwarded to the ATF Delegated Examining Unit for rating, ranking and referral. Status candidates who wish to be considered under both merit promotion and competitive examining (as non-status) procedures must submit two complete applications.
- Privacy Act Notice (P.L. 93-579): The information requested is used to determine qualifications for employment and is authorized under Title 5 U.S.C. 3302 and 3361.
- ATF provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please contact us at the phone number listed below.

### **HOW TO APPLY**

- A. Candidates must submit a written application (e.g., resume; SF-171, Application for Federal Employment; or OF-612, Optional Application for Federal Employment). The OF-612 may be obtained from OPM's website <http://www.opm.gov/forms/html/of.htm>. The SF-171 is no longer available for distribution.

Your application **must** contain the following information:

1. Title, series, grade(s) for which applying, and vacancy announcement number of the vacancy for which you wish to be considered
  2. Full name and Social Security Number
  3. Mailing address, and day and evening phone numbers
  4. Country of citizenship and veterans preference
  5. Highest Federal civilian grade held on a permanent basis, dates you held that position, and whether eligible for reinstatement to the competitive Federal service (attach copies of SF-50s showing last position held, highest grade held if not the latest position held, and reinstatement eligibility)
  6. For experience (paid and non-paid) most relevant to this position, include name of employer, start and end dates of employment, job title, grade (if applicable), salary and dates earned, supervisor's name and phone number, average number of hours worked per week, and a description of duties and responsibilities.
  7. Name and location of high school attended and date of diploma or GED
  8. Name and location of colleges/universities attended; dates attended; degrees awarded; major and minor fields of study including semester/quarter hours earned; GPA; transcripts may be required to verify education; foreign education must be certified by a recognized accrediting institution before applying for Federal positions
  9. A statement whether or not we may contact your supervisor
- B. Additional information/completed forms which should be submitted:
1. Written response to the Supplemental Experience Statement
  2. Current/former Federal employees should submit a copy of their most recent performance appraisal and copies of SF-50s showing last position held, highest grade held if not the latest position held, and reinstatement eligibility reflecting competitive status
  3. Applicants with a disability or veterans eligible for non-competitive appointment are to provide appropriate documentation.
  4. Relevant training: course titles, dates, and number of hours and institutions
  5. Job related awards, honors and licenses (description and year) and special qualifications such as language, computer skills
  6. DD-214, if claiming 5 point preference (For non-status consideration only)
  7. Both DD 214 and SF-15, if claiming 10 point preference (For non-status consideration only)
  8. Applicant Response Form (attached to the announcement)
  9. Performance appraisal dated within the last year. If not submitted, credit will **not** be given for that portion of the evaluation process. (For status consideration only)
  10. Applicants with disability or veterans eligible for non-competitive appointment are to provide appropriate documentation.
  11. Status candidates who wish to be rated under both merit promotion and competitive procedures must submit two complete applications.

**CTAP/ICTAP:** Federal employees seeking Career Transition Assistance Program (CTAP) and Interagency Career Transition Assistance Program (ICTAP) consideration must submit proof they meet the requirements. This includes a copy of their specific RIF or separation notice, or agency certification they cannot be placed after injury compensation has been terminated, or an OPM notification that disability annuity has been terminated; and documentation from their agency reflecting the promotion potential of the current position. CTAP and ICTAP eligibles must be rated well qualified for the position to be given selection priority. To be well qualified, applicants must meet or exceed the mid-level range of the crediting plan.

**SEND COMPLETE APPLICATION(S) TO:**

Bureau of Alcohol, Tobacco and Firearms  
Office of Management, Personnel Division  
Merit Promotion Branch, Room 4170  
ATTN: 00-317 TD/cs  
Washington, DC 20226

(202) 927-8610 main number (202) 927-7964 TDD

You may also use web-site [www.usajobs.opm.gov](http://www.usajobs.opm.gov) to find out about other job opportunities.

**AN EQUAL OPPORTUNITY EMPLOYER**

All applicants will receive consideration regardless of race, color, sex, age, national origin, politics, marital status, sexual orientation, religion, or any other non-merit factor.

**APPLICANT RESPONSE FORM**  
**(Complete and return this form with your application)**

Bureau of Alcohol, Tobacco & Firearms (ATF) Vacancy Announcement: **#00-317 TD/cs**

Position Title, Series and Grade: Administrative Officer, GS-0341-12, in the Seattle Field Division; Seattle, Washington.

Name and Address ***(applicants, please complete)***

The results of your application for consideration for this position are as follows:

\_\_\_ Your name was referred to the selecting official; however you were not selected.

\_\_\_ You met the basic qualifications for the position, but you were not on the best-qualified list.

\_\_\_ You were selected for the position.

\_\_\_ You were found to be ineligible/not qualified as indicated below:

- |   |  |
|---|--|
| <input type="checkbox"/> Lack general experience<br><input type="checkbox"/> Lack specialized experience<br><input type="checkbox"/> Outside area of consideration<br><input type="checkbox"/> Other: _____ | <input type="checkbox"/> Lack required time in grade<br><input type="checkbox"/> Lack education requirements<br><input type="checkbox"/> Application received too late for consideration |
|---|--|

\_\_\_ Recruitment under this announcement has been cancelled.

\_\_\_ Other: \_\_\_\_\_

Teresa A. Dunnington  
 Personnel Management Specialist

\_\_\_\_\_  
 Date

The application you submitted for Vacancy Announcement: **00-317 TD/cs. Administrative Officer. GS-0341-12** has been received in the Bureau of Alcohol, Tobacco & Firearms, Office of Personnel.

**The Personnel Division is unable to release specific information on job status.**

Name and Address ***(applicants, please complete)***